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18 July 1960

MEMORANDUM FOR: Assistant Director, Central Reference

SUBJECT   : Staff Study - Finished Intelligence

I. Problem

   To eliminate the duplication between Intellofax coding and
   IPI indexing of finished intelligence monographs

II. Facts Bearing on the Problem

   a. At present all finished intelligence reports (200 per month)
      that are coded into the Intellofax System are also indexed
      in the Intelligence Publications Index. (Intelligence
      periodicals are indexed only in the IPI.)

   b. Each of these finished intelligence reports is processed
      by two separate analysts; the report is not simultaneously
      processed for Intellofax and IPI entry by one analyst. One
      analyst on the IPI staff indexes both for the IPI and for
      Intellofax, but can not index for both simultaneously.

   c. Document analysts abstract and code less than one finished
      intelligence report per hour. (This does not include typing
      and key punching time.) IPI indexers completely process through
      editing and typing one report per hour (per Document Division
      quarterly manpower report).

   d. The IPI entry seems more suitable and meaningful for finished
      intelligence than the bibliographic entry for raw information.

   e. Even if duplicate indexing of selected monographic series ceases
      1 September 1960, references to finished intelligence studies
      processed before that date will continue to appear in Intellofax
      listings.

III. Discussion

   a. The Document Division feels that the duplicate processing of
      finished intelligence is unnecessary and is wasteful of man-
      power vital to the processing of raw information reports into
      the proposed new Intellofax System.

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b. Coders find it difficult to select one or two overall subject
    codes to index the finished intelligence concept of the report;
    the IPI indexers have little difficulty in applying general
    subject entries. The refined coding of specifics for Intello-
    fax loses the finished intelligence concept; each code is marked
    as finished intelligence and so punched into the Intellofax cards.
    When a requester receives such a reference on a tape, he expects
    a finished study on that subject; in many cases he finds only a
    paragraph or a sentence having no aspects of finished intelligence.

c. The section of the IPI arranged by subject will be strengthened by
    inclusion of entries under each of the main topics dealt with in a
    publication or article. The section arranged by area will be
    strengthened by including entries under secondary as well as
    primary areas when appropriate.

d. The abstract prepared for Intellofax cards is no more meaningful
    in the selection of references than the IPI expansion of the title.
    A week's sampling was made to substantiate this statement.

e. The Document Division Typing Section will continue to prepare a
    full source card for the LY/Circulation Branch.

f. The Chief, Reference Branch has indicated that it will be standard
    practice to remind Intellofax users that the printed IPI should be
    consulted for finished intelligence processed later than
    1 September 1960. Classified bibliographies other than Intello-
    fax listings will continue to draw heavily on the printed IPI.
    When necessary reference librarians will consult the IPI staff
    for items not yet appearing in the printed IPI.

IV. Conclusion

a. The IPI indexing of finished intelligence is adequate to service
    requests for finished intelligence in conjunction with Intellofax
    tapes of raw information references.

b. One analyst can be released to provide assistance in Intellofax
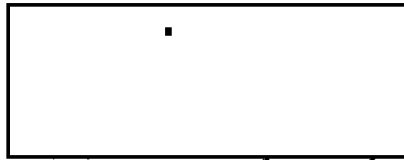   indexing or in the development of the dictionary.

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V. Recommendation

That finished intelligence be eliminated from the Intellofax
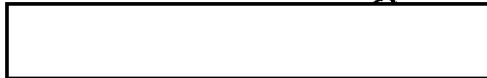System when the new Intellofax System is ~~implemented~~
~~(1 September 1960).~~ *PAB*

*This recommendation is also
to be found in the overall
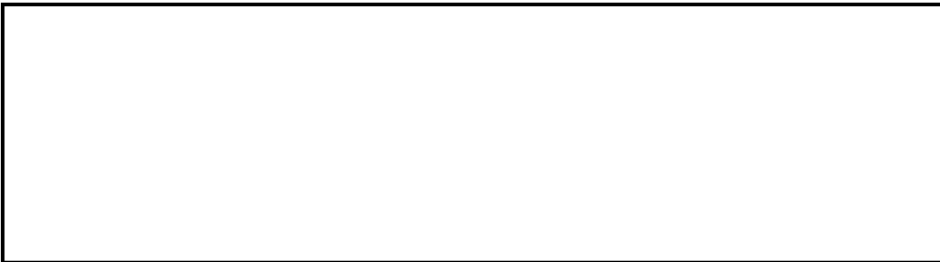paper on "The Intellofax
System" as # IV. 5.
pull*

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Approval: _____
Paul A. Borel, Assistant Director, CR

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Enclosure 3

Three Phase Training Program to Implement the New Intelligence Subject Code

Training Coders (excl. 4 Seniors)

1 hour per day

	Code Book*	Tags and Text**	Dictionary***
29 Aug. - 9 Sept.	5	0 4 Seniors	0
6 - 16 Sept.	9	5	0 4 Seniors
12 - 23 Sept.	13	9	5
19 - 30 Sept.	17	13	9
26 Sept. - 7 Oct.	--	17	13
10 - 21 Oct.	--	--	17

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*Code Book Training
1 week - a) Chapter by Chapter (training by [ ] with special attention to new code modifiers per se and modifier concepts as well as scope notes; new rules of application and incorporation of area rules, b) new area code - 1 week - coding sample documents

**Tags and Text
1 week - a) learning tag and text concepts, new code sheet, and manual Chapters II (Tags), III (Text) and IX (Specific Coding Instructions), b) applying above to sample documents.

***Dictionary
1 week - a) briefing on dictionary and dictionary cards, b) using sample documents, make references to the dictionary and submit possible dictionary entries to Dictionary Editor.

Change over effective 1 November 1960.

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